

Kentucky All STARS Submission Instructions

The Division of Child Care thanks you for your interest in Kentucky All STARS. To apply for Kentucky All STARS rating, please complete the following steps:

- Gather your evidence documentation for the required standards and any other standards your program meets.
- Provide a current staff roster.
- Complete the form below, marking which standards you are submitting documentation for with a description of the documentation.
- Add up your points for each domain as listed below.
- E-mail your documents, including this form, to KYALLSTARS@ky.gov. Please note that each e-mail cannot exceed 8 megabytes, so you may need to break up your submission over multiple messages.
- Contact your quality coach if you have questions or need assistance. Find your coach here: <https://www.kentuckypartnership.org/about/map>

The Division of Child Care will verify receipt of your documentation within two business days. Desk audits take roughly 30 days to complete without an ERS visit. If your program needs an ERS visit, a rater will contact you within 30 days from submission to schedule your two-week window.

Submission Summary

Program name (as listed on license): _____

Contact name: _____

Program license or certification number: _____

Contact e-mail: _____

Quality coach: _____

Have you submitted documentation for all required standards?

☐ YES ☐ NO

Have you submitted a staff roster?

☐ YES ☐ NO

Would you like an ERS visit if your program qualifies for levels 3-5, and/or if you could achieve a higher rating with a new ERS visit?

☐ YES ☐ NO

FAMILY & COMMUNITY ENGAGEMENT points submitted:	
CLASSROOM & INSTRUCTIONAL QUALITY points submitted:	
STAFF QUALIFICATIONS points submitted:	
ADMINISTRATIVE & LEADERSHIP points submitted:	

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Documentation for all required standards accepted?

☐ YES ☐ NO

Staff roster accepted?

☐ YES ☐ NO

ERS visit needed?

☐ YES ☐ NO

FAMILY & COMMUNITY ENGAGEMENT points verified:	
CLASSROOM & INSTRUCTIONAL QUALITY points verified:	
STAFF QUALIFICATIONS points verified:	
ADMINISTRATIVE & LEADERSHIP points verified:	

REQUIRED STANDARDS

DOMAIN A Classroom & Instructional Quality			
Domain # SUBMISSION REQUIRED	Standard	Documentation Submitted	Points
A1R <input type="checkbox"/>	50% of teaching staff* have professional learning* activities in developmental screening		Required-0 points
A2R <input type="checkbox"/>	Complete an environmental self-assessment using a valid and reliable tool appropriate for the ages/settings of children served		Required-0 points
A3R <input type="checkbox"/>	Participate in an environmental observation on a valid and reliable tool: <ul style="list-style-type: none"> • Not required for Level 2 • No minimum for Level 3 • Minimum of 4.0 at Level 4 • Minimum of 5.0 at Level 5 	<i>Documentation is gathered for levels 3-5 from the ERS visit. ERS scores may be used from visits within the last 3 years, or a new ERS visit may be conducted. If you selected that you would like an ERS visit, DCC will contact you within 30 days of receipt of documentation to schedule your two week window. Only scores from an official ERS visit conducted by a rater are allowable.</i>	Required- 0 points
DOMAIN B Staff Qualifications and Professional Development			
Domain # SUBMISSION REQUIRED	Standard	Documentation Submitted	Points
B1R <input type="checkbox"/>	Program/Site Administrator/Director receives 10 hours of professional learning* in curriculum, instructional practices and/or teaching and learning OR have an approved* early childhood credential or degree		Required-0 points
B2R <input type="checkbox"/>	50% of teaching staff* receive 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree.		Required-0 points

DOMAIN A			
Classroom & Instructional Quality			
Domain # CHECK BOX IF STANDARD DOCUMENTATION SUBMITTED	Standard	Documentation Submitted	Points
A4 <input type="checkbox"/>	Ensure developmental screening within 90 days of enrollment and referral (if needed) within 30 days of screening for all enrolled children		2 points
A5 <input type="checkbox"/>	Implements curriculum that aligns with Kentucky Early Learning Standards (KYELS)		2 points
A6 <input type="checkbox"/>	Implements specialized supplemental curriculum		1 point
A7 <input type="checkbox"/>	KY Early Learning Standards are incorporated in Lesson Plans		2 points
A8 <input type="checkbox"/>	Staff support IFSP/IEP goals of individual children		2 points
A9 <input type="checkbox"/>	Staff conduct ongoing curriculum-based assessment to inform instruction		2 points
A10 <input type="checkbox"/>	Assessment results are used to inform individual and group instruction		2 points
A11 <input type="checkbox"/>	Instructional assessment findings are shared with families		2 points
A12 <input type="checkbox"/>	National Accreditation acknowledged by state approved organization		1 point
A13 <input type="checkbox"/>	Maintain NAEYC staff-to-child- ratios and group size requirements <ul style="list-style-type: none"> • Meets for Infants • Meets for Toddlers • Meets for Preschoolers 		Up to 4 points: Infants = 2 points Toddlers = 1 point Preschoolers = 1 points
			Total _____/20

A minimum of 8 points are required in this domain for Levels 2-5

DOMAIN B Staff Qualifications and Professional Development			
Domain # CHECK BOX IF STANDARD DOCUMENTATION SUBMITTED	Standard	Documentation Submitted	Points
B3 <input type="checkbox"/>	Program/Site Administrator achieves the Kentucky Director Credential OR holds an administrator certificate* in a field not related to early childhood and the equivalent of 3 credit hours in child development or at least 5 years full-time related experience in early childhood field		1 point
B4 <input type="checkbox"/>	Program/Site Administrator achieves appropriate credential as outlined in the Kentucky Career Lattice. <ul style="list-style-type: none"> • Level 2 or above on the KY Career Lattice • Level 3 or above on the KY Career Lattice • Level 4 or above on the KY Career Lattice 		Up to 3 points: Level 2 = 1 point Level 3 = 2 points Level 4 = 3 points
B5 <input type="checkbox"/>	50% of teaching staff participate in professional learning activities related to curriculum-based assessment		1 point
B6 <input type="checkbox"/>	Teaching Staff* complete appropriate credentials <ul style="list-style-type: none"> • 50% achieve Level 1 or above on the KY Career Lattice • 40% achieve Level 2 or above on the KY Career Lattice • 30% achieve Level 3 or above on the KY Career Lattice • 20% achieve Level 4 or above on the KY Career Lattice 		Up to 4 points: Level 1 = 1 point Level 2 = 2 point Level 3 = 3 points Level 4 = 4 points
B7 <input type="checkbox"/>	Individual PD Plan aligns with state identified professional core knowledge and competencies		1 point
			Total _____/10

A minimum of 2 points are required in this domain for Levels 2-5

DOMAIN C Family and Community Engagement			
Domain # CHECK BOX IF STANDARD DOCUMENTATION SUBMITTED	Standard	Documentation Submitted	Points
C1 <input type="checkbox"/>	Program/Site Administrator and 75% of staff complete professional learning activities related to strengthening family engagement		2 points
C2 <input type="checkbox"/>	Implement family engagement activities that promote children's development and learning		Up to 2 points: One family engagement activity annually = 1 point Three family engagement activities annually = 2 points
C3 <input type="checkbox"/>	Two-way communication with families		2 points
C4 <input type="checkbox"/>	Implements transition supports for children and families		2 points
C5 <input type="checkbox"/>	Share community resources with families		1 point
C6 <input type="checkbox"/>	Builds partnerships with community agencies		1 point
			Total _____/10

A minimum of 2 points are required in this domain for Levels 2-5

DOMAIN D			
Administrative and Leadership Practices			
Domain # CHECK BOX IF STANDARD DOCUMENTATION SUBMITTED	Standard	Documentation Submitted	Points
D1 <input type="checkbox"/>	Administrator/Director is a member of EC Professional Organization		1 point
D2 <input type="checkbox"/>	Teaching staff* are provided weekly lesson planning time		2 point
D3 <input type="checkbox"/>	Has a system for evaluating staff performance by monitoring and providing feedback for improvement		2 points
D4 <input type="checkbox"/>	Implements a continuous improvement plan <ul style="list-style-type: none"> Seeks input from staff on the continuous improvement plan Seeks input from families annually on the implementation of the continuous improvement plan 		Up to 2 points: Input from staff = 1 point Input from families = 1 point
D5 <input type="checkbox"/>	Provide <ul style="list-style-type: none"> at least 11 Days Paid Time Off Annually Health Insurance Retirement 		Up to 3 points: 11 Days Annual Paid Time Off = 1 point Option to participate in Health Insurance = 1 point Option to participate in Retirement = 1 point
			Total _____/10

A minimum of 2 points are required in this domain for Levels 2-5